

## Xitracs™ Portal Instructions

### Login Information:

- URL: <https://mcneese.xitracs.net/survey/portallogonview.jsp>
- Username and password are the same as your login to email and Moodle.

### General Instructions:

- Do not delete any assessments.
- Do not delete any previous data or analyses; add new information for each academic year. This should be added into new columns or rows in tables, or underneath the previous information with the new academic year as the heading.
- **Analyses should reflect directly on the data provided above in its corresponding Data field.**
  - You should specifically mention trends you see in your data, tell us how you interpret those trends, and what action(s) you are going to take in the upcoming year as a result.
  - If the benchmark was met and has continuously been met, consider revising your benchmark or changing your assessment.
  - If the benchmark was not met, you must provide a plan to meet the benchmark moving forward.
  - Regardless, you must “close the loop” and demonstrate continuous improvement; thus, words and phrases such as “maintain” or “continue to monitor” should not be included in your analyses.
  - You should never copy and paste analyses from previous years or other assessments.
  - Academic Department Heads: When analyzing enrollment, completer, and retention data, you should look at all academic years/cohorts to look for trends. Your analysis and plan for continuous improvement should be based on your interpretation of those trends.
- Please take notice of any comments provided by IRE when inputting information.

### To Update a Departmental/Support Unit Assessment Report:

1. Under ‘My Open Activities’, select the ‘View’ button to access plans to which you have been assigned.
2. Select the appropriate plan, which will expand to display the performance objectives.
3. Click the ‘Open’ button to the right of each performance objective to display all of the fields. Fields needing to be updated will have ‘Incomplete’ to the right.
4. To edit a field, click on it to expand the field and then select the ‘Edit’ button on the right.
  - a. When entering data into a table, right click on the table and select the appropriate action. In other words, to add a new row for the most recent academic year, right click on the last row in the table, select ‘Row’, then ‘Insert row after’.
5. Once edits have been made, select the ‘Mark as complete’ box in the bottom left corner then click ‘Save’.
6. To upload a file to a field, click the ‘File +’ button next to the ‘Edit’ button, and then select ‘Choose File’. Select the file you wish to upload then click ‘Save’.
7. To add a new assessment, click on the first Assessment and Benchmark field to expand it, and then click ‘Add New’. This will add new Assessment and Benchmark, Data, and Analysis of Data and Plan for Continuous Improvement fields underneath the existing fields. Update your new fields and be sure to select ‘Mark as complete’ when you have finished.
8. If the Assessment and Benchmark field is locked but you want to revise the current assessment or benchmark, please email me ([wlejeune1@mcneese.edu](mailto:wlejeune1@mcneese.edu)) to let me know what you would like to edit.
9. Once you have updated all of the fields in a performance objective, select ‘Close’ at the top of the screen to go back to all performance objectives under the plan. Repeat the steps above until all fields in all performance objectives have been updated.

**To Update an Academic Program Assessment Report:**

1. Under 'My Open Activities', select the 'View' button to access programs to which you have been assigned. Note that you may be assigned to some programs as a peer reviewer, meaning that you can only review and comment.
2. Select the program you will be updating. To edit the program, select 'Open' on the 'Prior Cycle'. Fields needing to be updated will have 'Incomplete' to the right.
3. If the Assessment, Benchmark and Data from Assessment, or Analysis of Results/Decisions fields are locked, please email Wesley LeJeune ([wlejeune1@mcneese.edu](mailto:wlejeune1@mcneese.edu)).
4. Please add updated information from the current academic year to the 'Example of Program Improvement' and the 'Program Highlights from the Reporting Year' fields. Do not delete the previous information; simply add the current year underneath.
5. To edit a field, click on it to expand the field and then select the 'Edit' button on the right.
  - a. When entering data into a table, right click on the table and select the appropriate action. In other words, to add a new row for the most recent academic year, right click on the last row in the table, select 'Row', then 'Insert row after'.
6. Once edits have been made, select the 'Complete' box in the bottom right corner then click 'Save'.
7. To upload a file to a field, click the 'File +' button next to the 'Edit' button, and then select 'Choose File'. Select the file you wish to upload then click 'Save'.
8. To add a new assessment, click on the first Assessment field (field #7) to expand it, and then click 'Add New'. This will add new Assessment, Benchmark and Data from Assessment, and Analysis of Results/Decisions fields underneath the existing fields. Update your new fields and be sure to select 'Complete' when you have finished.
9. Once you have updated all of the necessary fields, you may select 'Close' at the top of the screen and 'Logout'.